



Blanket Declaration Records

ACE Secure Data Portal

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U.S. Customs and
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TOPIC 1: GRANTING USER ACCESS TO DECLARATIONS

INTRODUCTION

Declarations are statements the importer or his or her agent make that support an imported merchandise claim. The following blanket declarations are supported in the Automated Commercial Environment (ACE) Secure Data Portal:

- Affidavit of Manufacture
- Importer Certifying Statement
- Non-Reimbursement Blanket Statement (Antidumping/Countervailing Duty)
- North American Free Trade Agreement (NAFTA) Certificate of Origin

U.S. Customs and Border Protection (CBP) and Trade account users with access to the **declarations** hyperlink can view declaration records created in ACE.

Importers, brokers, carriers, and filers can submit declaration records, which are associated at the Importer of Record level in the account. Brokers or filers who would like to input declaration records on behalf of importers with ACE Portal accounts require access to the importer's account. Brokers or filers can also create declaration records for their importers without an ACE portal account.

The Trade Account Owner (TAO) must grant access to the **Declarations** hyperlink to any Proxy Trade Account Owner (PTAO) and Trade Account User (TAU) who needs access.



NOTE: Declaration records can be created in ACE to support ACE entry summaries. Once a declaration record has been submitted, it cannot be edited or deleted. However, a declaration record may be cancelled.

GRANTING USER ACCESS TO DECLARATIONS

1. In the **ACE Secure Data Portal**, select the **Tools** tab.
2. In the **Task Selector** panel, select the **User Access** hyperlink.

The **User Access** panel displays a list of your users.

3. In the **User Access** panel, in the **Last Name** column, select the hyperlink of the last name of the user to edit.

The **User Access** portlet displays with the account information of the user.



NOTE: You can change the options for **User Role** and **Access to Top Account**, if needed.

4. In the **User Access** panel, select the **Continue** button to view the current access for the selected user.
5. In the **User Access** panel, select either the **Broker** or the **Importer** sub-tab.
6. In the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink

OR

In the **Importer** sub-tab, select the **Edit Importer Permissions** hyperlink.

7. In the **Broker** or the **Importer** sub-tab, select the appropriate radio button for access to the **Declarations** hyperlink.



NOTE: **Full Access** allows the user to search, display, create, and cancel declaration records. **Read Only Access** allows the user to search and display declaration records. **No Access** means the **Declarations** hyperlink will not be displayed in the **Task Selector** panel.

8. Select the **Continue** button.

Changes are displayed in the **Permissions** column indicating the new access privileges have been granted.

9. Select the **Save** button.

TOPIC 2: CREATING A DECLARATION RECORD (PORTAL ACCOUNT)

INTRODUCTION

The following key points apply when creating a declaration record for an Importer ACE Portal account:

- TAOs, PTAOs, and TAUs with full access to **Declarations** can create declaration records.
- Declaration records only need to be created once. Once it is created, the declaration record can be viewed nationally by CBP via the ACE Portal.
- If the importer has an ACE Portal account, declaration records should only be created at the Importer of Record level in the account.
- Once a declaration record is submitted, it cannot be edited or deleted.
- The maximum number of:
 - Cases per declaration record is 50.
 - Manufacturer Identification (MID) numbers per declaration record is 50.
 - Harmonized Tariff Schedule numbers (HTS) per declaration record is 50. HTS numbers entered must be at least six digits.
- A comma is used to separate multiple HTS numbers, MIDs, and cases.
- Enter at least seven digits of the Case Number for a Non-Reimbursement Blanket Statement (AD/CVD). Remember to check the **AD/CVD Non-Reimbursement** Statement box.
- Attachments made to declaration records are date and time stamped.
- The North American Free Trade Agreement (NAFTA) Certificate of Origin requires the attachment of a copy of the official document to complete the posting of the declaration record. See **Business Rules and Process Document (Trade)** posted on CBP.gov for more information.



IMPORTANT: An error message will not display in the portal if you forget the attachment. However, CBP will not consider the declaration record to be completed.

CREATE A DECLARATION RECORD (PORTAL ACCOUNT)

1. In the **ACE Secure Data Portal**, select the **Accounts** tab.
2. In the **Account Selector List** panel:
 - a. In the **Select Account Type** field, select **Importer** from drop-down menu.
 - b. Select the **Go** button.
3. In the **Account Selector List** panel:
 - a. In the **Accounts** section, select the **+** icon to choose the Importer of Record number.
 - b. Select the hyperlink for the Importer of Record number.
4. In the **Task Selector** panel:
 - a. Select the **Declarations** hyperlink.
 - b. Select the **Portal Account** hyperlink.
5. In the **Declarations** portlet, select the **Create** button.

6. In the **Create Declaration** portlet:

- a. In the **Declaration Type**: drop-down menu, select a declaration type.



NOTE: Options for declaration type include Affidavit of Manufacture, Importer Certifying Statement, Non-Reimbursement Blanket Statement (AD/CVD), or North American Free Trade Agreement (NAFTA) Certificate of Origin

- b. In the **Date Valid From**: field, select the **Calendar** icon to select a date for all declaration types.
- c. In the **Date Valid To**: field, select the **Calendar** icon to select a date for all declaration types.
- d. In the **Ruling #**: field, type a ruling # that is associated to the declaration type.
- e. In the **Case #**: field, type the *case number* for the Non-Reimbursement Blanket Statement (AD/CVD) declaration type only.
- f. In the **Manufacturer ID#**: field, type the *manufacturer ID number* for all declaration types except NATFA Certificate of Origin.
- g. In the **All MID #s**: field, select the checkbox for the Non-Reimbursement Blanket Statement (AD/CVD) declaration type only.
- h. In the **HTS #**: field, type an *HTS* number for all declaration types with the exception of Non-Reimbursement Blanket Statement (AD/CVD).
- i. In the **Comments**: field, type any comments that need to be associated to the blanket declaration.
- j. Select the **Continue** button.



NOTE: The Manufacturer ID must be on file prior to creating the declaration. In the case of the Non-Reimbursement Blanket Statement (AD/CVD) either the **Manufacturer ID#** or **All MID #s** is required. If you are creating a Non-Reimbursement Blanket Statement (AD/CVD), you are required to check the **AD/CVD Non-Reimbursement Statement** box. If reimbursement has not occurred, you should check the **All MID #s** checkbox.



NOTE: You may also select the **Continue without Attachment** button. Although you are not required to attach documents to declaration records (except in the case of a NAFTA Certificate of Origin), you are encouraged to do so. CBP can request a copy of the actual document.

7. In the **Create Declaration** panel:

- a. Select the **Browse** button.
- b. Locate the file you want to add.
- c. Select the **Attach File** button to attach the document to the declaration record.
- d. Select the **Continue** button.

8. Select the **Submit** button after you have reviewed the declaration record information.

A **Confirmation** screen displays containing the Declaration Number.



9. Select the **OK** button to save the declaration record you created.



NOTE: When submitting ACE entry summaries (entry type 03), filers can now include the declaration number as part of their EDI transmission. A system generated declaration number is assigned when the blanket declaration record has been successfully created in ACE. The number displays in the **Confirmation** panel. Importers must provide the applicable declaration number to their filers for declaration records created in ACE.



TOPIC 3: SEARCH FOR A DECLARATION RECORD (PORTAL ACCOUNT)

INTRODUCTION

Authorized users with Read Only Access and Full Access can search for and display declaration records. All declaration records associated with an account display on the **Declarations** screen. Users can search for declaration records at the Top account level or at the Importer of Record level. A maximum of 500 declaration records can be displayed in the ACE Portal.

Acronyms are used to indicate Declaration types:

- Affidavit of Manufacture: AM
- Importer Certifying Statement: ICS
- NAFTA Certificate of Origin: NAFTA_CO
- Non-Reimbursement Blanket Statement (AD/CDV): NRBS

If you are searching using the Declaration number, no other criteria are required to execute the search.

SEARCH FOR A DECLARATION RECORD (PORTAL ACCOUNT)

1. In the **ACE Secure Data Portal**, select the **Accounts** Tab.
2. In the **Task Selector** panel:
 - a. In the **Select Account Type** field, select **Importer** from the **View:** drop-down menu.
 - b. Select the **Go** button.
3. In the **Account Selector List** panel in the **Accounts** section, select either the top account, or an Importer of Record number.
4. In the **Task Selector** panel, select the **Declarations** hyperlink.
5. In the **Declarations** panel:
 - a. Select at least two search criteria to narrow the list of declaration records.



NOTE: To search for a declaration record, you must enter at least two of the following criteria: Valid From, Valid To, Status, Status Date, Declaration #, Declaration Type, All MID #s, Manufacturer ID #, Manufacturer Name, Ruling #, HTS #, or Case #. A wildcard search using the asterisk is allowed in all fields except those containing a drop-down menu.

- b. Select the **Filter** button.
6. In the **Search Results** in the **Decl. #** column, select the **Decl. #** hyperlink of the declaration record you wish to display.

The **Declaration Information** panel displays.



NOTE: The term **Multiple** in the **Case #** column indicates there is more than one AD/CVD case number associated with the declaration record. Select the **Decl. #** hyperlink to display a listing of cases associated with the selected declaration record. If only one ten digit case number is associated with the declaration record, users can select the case number hyperlink to navigate to the case information.



The **Case #**, **Manufacturers**, and **HTS Numbers** sub-tabs allow the user to see all case numbers, manufacturers, and HTS numbers associated with the declaration record. The **Attachments** sub-tab displays any document attached to the declaration record selected.

7. Select the **OK** button to return to the list of declaration records.



TOPIC 4: PRINTING A DECLARATION RECORD (PORTAL ACCOUNT)

INTRODUCTION

After you have displayed the declaration record based on your search criteria, you can save a copy to your computer or print the declaration record.

PRINTING A DECLARATION RECORD (PORTAL ACCOUNT)

1. In the **Declarations** panel, select the **Print Page** hyperlink.

A window displays with the requested data in a PDF format for review before printing.



NOTE: The **Declaration Information** includes information on the **Case #**, **Manufacturers**, and **HTS #** sub-tabs. Only the attachment name from the **Attachments** sub-tab displays with the declaration record information.

2. At the top of the page, select the **File** tab, then select **Print** to print the screen displayed.

The **Print** dialog box displays.

3. In the **Print** dialog box:
 - a. Make the appropriate selections.
 - b. Select the **OK** button.



NOTE: To print any attachments, select the **Attachments** sub-folder. The file name displays. Select the link to the file name and follow steps 2 and 3 above to print the attachment.

TOPIC 5: CANCELLING A DECLARATION RECORD (PORTAL ACCOUNT)

INTRODUCTION

CBP personnel and authorized trade users who have full access to **Declarations** can cancel declaration records. Cancelled declaration records remain in the ACE Portal with a status of **Cancelled**.

A cancelled declaration record is invalid for a Non-Reimbursement Blanket Statement (AD/CVD).

When using the Declaration number to search, no other criteria are required to execute the search.

CANCELLING A DECLARATION RECORD (PORTAL ACCOUNT)

1. In the **ACE Secure Data Portal**, select the **Accounts** Tab.
2. In the **Task Selector** panel:
 - a. In the **Select Account Type** field, select **Importer** from the **View** drop-down menu.
 - b. Select the **Go** button.
3. In the **Account Selector List** panel, select either the top account or an Importer of Record number.
4. In the **Task Selector** panel, select the **Declarations** hyperlink.
5. In the **Declarations** panel:
 - a. Select at least two search criteria to narrow the list of declaration records.



NOTE: To search for a declaration record, you must enter at least two of the following criteria: Valid From, Valid To, Status, Status Date, Declaration #, Declaration Type, All MID #s, Manufacturer ID #, Manufacturer Name, Ruling #, HTS #, or Case #. A wildcard search using the asterisk is allowed in all fields except those containing a drop-down.

- b. Select the **Filter** button.
6. In the **Search Results** in the **Decl. #** column, select the declaration number hyperlink of the declaration record to display.

The **Declaration Information** panel displays.

7. In the **Declaration Information** panel, select the **Cancel Declaration** button.
8. In the confirmation dialog box, select the **OK** button.

TOPIC 6: CREATING A DECLARATION RECORD (NON-PORTAL ACCOUNT)

INTRODUCTION

The following key points apply when creating a declaration record for a Non- Portal account:

- TAOs, PTAOs, and TAOs with full access to **Declarations** can create declaration records.
- Declaration records only need to be created once. Once it is created, the declaration record can be viewed nationally by CBP at any port via the ACE Portal.
- Once a declaration record is submitted, it cannot be edited or deleted.
- Declaration records created by brokers or filers on behalf of their importer non-portal accounts (e.g., clients who do not have ACE Portal accounts) are created under the importer view.
- The maximum number of:
 - Cases per declaration record is 50.
 - MID numbers per declaration record is 50.
 - HTS numbers per declaration record is 50. HTS numbers entered must contain at least six digits.
- A comma is used to separate multiple HTS numbers, MIDs, and cases.
- Enter at least seven digits of the Case Number for a Non-Reimbursement Blanket Statement (AD/CVD). Remember to check the **AD/CVD Non-Reimbursement** Statement box.
- Attachments made to declaration records are date and time stamped.
- The NAFTA Certificate of Origin requires the attachment of a copy of the official document to complete the posting of the declaration record. See **Business Rules and Process Document (Trade)** posted on CBP.gov.



IMPORTANT: An error message will not display in the portal if you forget the attachment. However, CBP will not consider the declaration record to be completed.

CREATE A DECLARATION RECORD (NON-PORTAL ACCOUNT)

1. In the **ACE Secure Data Portal**, select the **Accounts** tab.
2. In the **Task Selector** panel:
 - a. In the **Select Account Type** elect **Importer** from the **View:** drop-down menu.
 - b. Select the **Go** button.
3. In the **Task Selector** panel:
 - a. Select the **Declarations** hyperlink.
 - b. Select the **Non-Portal Account** hyperlink.
4. In the **Declarations** panel, select the **Create** button.
5. In the **Declaration Type:** field, select a **Declaration Type** from the drop-down menu.



NOTE: Options for declaration type include Affidavit of Manufacture, Importer Certifying Statement, Non-Reimbursement Blanket Statement (AD/CVD), or North American Free Trade Agreement (NAFTA) Certificate of Origin.

- a. In the **Date Valid From:** field, select the **Calendar** icon to select a date for all declaration types.

- b. In the **Date Valid To:** field, select the **Calendar** icon to select a date for all declaration types.
- k. In the **Ruling #:** field, type a ruling # that is associated to the declaration type.
- l. In the **Case #:** field, type the *case number* for the Non-Reimbursement Blanket Statement (AD/CVD) declaration type only.
- m. In the **Manufacturer ID#:** field, type the *manufacturer ID number* for all declaration types except NATFA Certificate of Origin.
- n. In the **All MID #s:** field, select the checkbox for the Non-Reimbursement Blanket Statement (AD/CVD) declaration type only.
- o. In the **HTS #:** field, type an *HTS* number for all declaration types with the exception of Non-Reimbursement Blanket Statement (AD/CVD).
- p. In the **Comments:** field, type any comments that need to be associated to the blanket declaration.
- c. Select the **Continue** button.



NOTE: The Manufacturer ID must be on file prior to creating the declaration. l. In the case of the Non-Reimbursement Blanket Statement (AD/CVD) either the “Manufacturer ID#” or **All MID #s** is required. If you are creating a Non-Reimbursement Blanket Statement (AD/CVD), you are required to check the **AD/CVD Non-Reimbursement Statement** box. If reimbursement has not occurred, you should check the **All MID #s** box.



NOTE: You may also select the **Continue without Attachment** button. Although you are not required to attach documents to declaration records (except in the case of a NAFTA Certificate of Origin), you are encouraged to do so. CBP can request a copy of the actual document.

- 6. In the **Create Declaration** panel:
 - a. Select the **Browse** button.
 - b. Locate the file you want to add.
 - c. Select the **Attach File** button to attach the document to the declaration record.
 - d. Select the **Continue** button.
- 7. Select the **Submit** button after you have reviewed the declaration record information. A **Confirmation** screen displays containing the Declaration Number.
- 8. Select the **OK** button to save the declaration record you created.



NOTE: When submitting ACE entry summaries (entry type 03), filers can now include the declaration number as part of their EDI transmission. The declaration number, a system generated number, is assigned when the blanket declaration record has been successfully created in ACE. The number displays in the **Confirmation** panel. Importers will need to provide the applicable declaration number to their filers for declaration records created in ACE.

TOPIC 7: SEARCH FOR A DECLARATION RECORD (NON-PORTAL ACCOUNT)

INTRODUCTION

Authorized users with Read Only Access and Full Access can search for and display declaration records. All declaration records associated with the account display on the **Declarations** screen. Users can only search for declaration records created for non-portal accounts at the Top account level. A maximum of 500 declaration records can be displayed.

Acronyms are used to indicate Declaration types:

- Affidavit of Manufacture: AM
- Importer Certifying Statement: ICS
- NAFTA Certificate of Origin: NAFTA_CO
- Non-Reimbursement Blanket Statement (AD/CDV): NRBS

When using the Declaration number to search, no other criteria are required to execute the search.

SEARCH FOR A DECLARATION RECORD (NON-PORTAL ACCOUNT)

1. In the **ACE Secure Data Portal**, select the **Accounts** Tab.
2. In the **Task Selector** panel:
 - a. In the **Select Account type** field, select **Importer** from the **View:** drop-down menu.
 - b. Select the **Go** button.
3. In the **Task Selector** panel, select the **Declarations** hyperlink.
4. In the **Declarations** panel:
 - a. Select at least two search criteria to narrow the list of declaration records.



NOTE: To search for a declaration record, you must enter at least two of the following criteria: Valid From, Valid To, Status, Status Date, Declaration #, Declaration Type, All MID #s, Manufacturer ID #, Manufacturer Name, Ruling #, HTS #, or Case #. A wildcard search using the asterisk is allowed in all fields except those containing a drop-down. If you are searching using the **Declaration #**, no other criteria are required to execute the search.

- b. Select the **Filter** button.

A list of declaration records matching the search criteria displays.



NOTE: Declaration records are sorted initially by declaration record number. Only 10 declaration records display at a time. If you enter the **Declaration #** then only that declaration record displays.

5. In the **Search Results** section in the **Decl. #** column, select the **Decl. #** hyperlink of the declaration record you wish to display.

The **Declaration Information** panel displays.



NOTE: The term **Multiple** in the **Case #** column indicates there is more than one AD/CVD case number associated with the declaration record. Select the **Decl #** hyperlink to display a listing of cases associated with the selected declaration record. If only one ten digit case number is associated with the declaration



record, users will be able to select the case number hyperlink to navigate to the case information.

The **Case #**, **Manufacturers** and **HTS Numbers** sub-tabs allow the user to see all case numbers, manufacturers and HTS numbers associated with the declaration record. The **Attachments** sub-tab will display any document attached to the declaration record selected.

6. In the **Declaration Information** panel, select the **OK** button to return to the list of declaration records.



TOPIC 8: PRINTING A DECLARATION RECORD (NON-PORTAL ACCOUNT)

INTRODUCTION

After you have displayed the declaration record based on your search criteria, you can save a copy to your computer or print the declaration record.

PRINTING A DECLARATION RECORD (NON-PORTAL ACCOUNT)

1. In the **Declaration** panel, select the **Print Page** link.

A window displays with the requested data in a PDF format for review before printing.



NOTE: The **Declaration Information** includes information on the **Case #**, **Manufacturers**, and **HTS #** sub-tabs. Only the attachment name from the **Attachments** sub-tab displays with the declaration record information.

2. At the top of the page, select the **File** tab, then select **Print** to print the screen displayed.

The **Print** dialog box displays.

3. In the **Print** dialog box:
 - a. Make the appropriate selections.
 - b. Select the **OK** button.



NOTE: To print any attachments, select the **Attachments** sub-folder. The file name displays. Select the link to the file name and follow steps 2 and 3 above to print the attachment.

TOPIC 9: CANCELLING A DECLARATION RECORD (NON-PORTAL ACCOUNT)

INTRODUCTION

CBP personnel and authorized trade users who have full access to Declarations can cancel declaration records. Cancelled declaration records remain in the ACE portal with a status of **Cancelled**.

A cancelled declaration record is invalid for a Non-Reimbursement Blanket Statement (AD/CVD).

When using the Declaration number to search, no other criteria are required to execute the search.

CANCELLING A DECLARATION RECORD (NON-PORTAL ACCOUNT)

1. In the **ACE Secure Data Portal**, select the **Accounts** Tab.
2. In the **Task Selector** panel:
 - a. In the **Select Account type** field, select **Importer** from the **View:** drop-down menu.
 - b. Select the **Go** button.
3. In the **Task Selector** panel, select the **Declarations** hyperlink.
4. In the **Declarations** panel:
 - a. Enter at least two search criteria to narrow the list of declaration records.



NOTE: To search for a declaration record, you must enter at least two of the following criteria: Valid From, Valid To, Status, Status Date, Declaration #, Declaration Type, All MID #s, Manufacturer ID #, Manufacturer Name, Ruling #, HTS #, or Case #. A wildcard search using the asterisk is allowed in all fields except those containing a drop down.

- b. Select the **Filter** button.
5. In the **Search Results** section in the **Decl. #** column, select the **Decl. #** hyperlink for the declaration record to display.

The **Declaration Information** panel displays.

6. In the **Declaration Information** panel, select the **Cancel Declaration** button.
7. In the confirmation dialog box, select the **OK** button.